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MEMORANDUM FOR: Chief, Plans and Policy Staff

27 November 1957

SUBJECT : Intelligence School Weekly Report #48
21 November through 27 November

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I. SIGNIFICANT ITEMS: NoneII. OTHER ACTIVITIES:A. OTR Orientation Officer

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(1) On 26 November a Departmental Briefing was conducted by [] for 47 persons from Army (ACSI and the Office of the Chief of Special Warfare), Navy, Air Force, State, NSA, and USIA. Also attending were seven persons from the Geological Survey of the Department of the Interior. This is the first time the Department of the Interior has been represented. Their request to attend was forwarded through Army channels.

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(2) On 20 November the JOT Wives' Briefing was conducted for [] JOT couples. The absence of [] weakened the medical briefing. The security briefing, given by [] was the best presented so far. The program was eliminated by the DTR's discussion of the importance of the Agency and of the JOT program.

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(3) On 22 November, in the absence of [] [] presented "The Organization of CIA" to a group of security officers from the field.

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B. Management Training

(1) Basic Management #39 (GS 11-13) will start on 2 December. The Inspector General will discuss problems of management with members from this class and class #38 during the first session of the course. This arrangement was laid on before last week's instructions by DTR to cut down training demands on Mr. Kirkpatrick. Mr. [] will audit the presentation so as to be prepared to handle it himself on the next round.

(2) The reading matter for the Management class has been revised in an attempt to stress basic points, keep the readings fairly short, and emphasize an Agency viewpoint in management problems.

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W (3) On 19 November Mr. Gordon Stewart, Director of Personnel, addressed [] first-line supervisors on frequently recurring supervisory problems. This meeting was the second large follow-up meeting for Basic Supervision and the audience consisted of members of ten former supervision courses.

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(4) The new course, Introduction to Supervision, for GS 5-7, is oversubscribed and the final roster of [] students represents 12 offices in the Agency. Basic Supervision #36, scheduled to begin on 9 December for GS 9-11 supervisors, is also oversubscribed at this time.

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C. Operations Support

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(1) [] visited [] to offer technical guidance in the production of the Logistics film, "The Other Hat." Rushes of the portions already filmed were reviewed and appeared to be satisfactory.

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(2) [] discussed with [] of the Finance Division the enrollment in the first six Budget and Finance Procedures courses. [] stated this program has definitely reduced the requirements placed upon the Finance Division for special training of area division support personnel being sent to [] stations overseas. [] is analyzing the records covering such training to determine just how many individuals were given special training by the Finance Division during the period since the Budget and Finance Procedures training program was started.

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(3) [] visited [] during the week to lecture on Finance in Operations Familiarization.

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(4) While serving as a substitute on the Clerical Promotion Panel on 19 November, [] noted that some of the individuals recommended had not received any of the training courses offered in OTR and urged that the panel recommend specific training where applicable.

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(5) Films shown during the last running of the Operations Support were projected in such a manner that the students had difficulty in hearing and understanding the sound. [] checked with the Film Section and learned that the projector had been repaired several times and was in such poor condition that it was impossible to make any further adjustments. Ways to meet this problem will be discussed with [] on his return to Headquarters.

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D. Intelligence Production

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(1) Intelligence Techniques Course #9 started on Monday, 25 November, with [] students. There are [] JOT's. [] from the Office of Personnel, and [] from the DD/P. [] is assisting in Intelligence Techniques Course #9, demonstrating the use of visual aids in connection with the oral briefing exercises.

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(2) During the week [] met with Dr. [] of OSI to discuss the course outline for the Intelligence Research Techniques course and to decide on a practice research project to use with the course. [] is assisting [] in selecting and coordinating project material for this course.

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(4) [] met with [] Special Assistant to the DD/S, and [] Executive Assistant to the DD/S, on Tuesday, 26 November, to discuss a writing course adapted for Agency personnel concerned with the writing of regulations.

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(5) [] students completed Writing Workshop #16 on Thursday, 21 November.

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(6) [] students completed Reading Techniques #39 on Friday, 22 November. [] are conducting final interviews this week. With the assistance of [] completed two more forms of the series of new informational reading tests. These tests were administered to Reading Techniques #39 as part of the post-test battery.

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(7) [] students and [] auditors completed the Records Mechanization course on Friday, 22 November. [] appeared well satisfied with the outcome of this course. It familiarized key individuals in records handling in the DD/P with capabilities and limitations of data-processing hardware; and it broadened the knowledge of the engineers concerning detailed operational requirements for the system now being designed. [] DD/P Records Policy Officer, attended all sessions.

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E. Intelligence Orientation

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(1) Intelligence Orientation #16 opened on 25 November with an enrollment of [] students. The student body contains an unusually high proportion of DD/S personnel. Agency experience of

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the group ranges from one month to eleven years. The noon-time movie program, which was inaugurated successfully in the last course, is being continued. Five area survey films are being shown.

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(2) Lists of IAC invitees to the Intelligence Products Exhibit have been received and forwarded to the OTR Security Officer. Approximately 46 non-CIA personnel are expected to attend on Thursday, 5 December.

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(3) Analysis of the I. O. final examination with [] of the A&E Staff has been completed. He will make a report to the entire I. O. staff later this week. [] felt that the exam was generally sound and well constructed and that it reflected the important material covered in the course. Several test questions will be modified, and others will be rewritten to reflect changes in course emphasis.

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(4) OCR has discontinued use of the Intellofax machines in their exhibit, pending a complete revision of their presentation.

(5) Students in the CSR course will attend both the Intelligence Products and Support Exhibits next week.

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F. Clerical Training

(1) During the week of 18 November there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period, there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 18 November were as follows: of 1 person tested in shorthand, none qualified; of [] tested in typewriting, [] qualified.

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(3) The results of the official Agency tests administered by Clerical Refresher to on-duty Agency clerical employees on 25 November were as follows: of [] people tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

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III. PERSONNEL NOTES

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B. [] returned to duty from military leave on 26 November.

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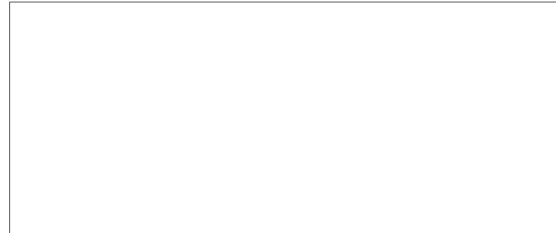
C. [] was on annual leave 20 November.

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D. [] is out of town working on a special project this week.

E. On 22 November [] attended a discussion of work simplification techniques in the Management Staff's headquarters in the Matonic Building. The consensus of the meeting was that work simplification was a good thing!

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